

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in the training division, the primary duties of which are the teaching of fire fighting techniques and related subjects in a classroom situation, at the drill field, or at the fire stations. After gaining experience in training, Training Officers also assist superiors in researching data for use in training and in developing lesson plans and training material. Training Officers are responsible for participating in a public relations program and in keeping records for the training division. Limited supervisory responsibility is exercised over other employees only in the training environment. Employees of this class receive little supervision, discussing work assignments in a general way with superiors. Training Officers reports to and have work reviewed by the Assistant to the Chief of Training. This class ranks directly below that of Assistant to the Chief of Training.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes either in the classroom, at the drill field, or at fire stations in the areas of firefighting, including fire suppression, forcible entry, fire attack, use of protective breathing apparatus, emergency medical services and CPR, driving fire equipment, water supplies and pump operations, ropes, hoses, ladders, ventilation, rescue, sprinklers and standpipes, fire streams, safety, extinguishers, salvage and overhaul, fire prevention, and control of hazardous materials. Assigns work areas and work schedules to employees in training. Evaluates the performance of individuals in training and offers technical assistance as needed.

Participates in determining the training needs of the department and for developing and implementing an effective training program. Evaluates the effectiveness of the training program and makes recommendations for improvement. Prepares lesson plans and training material, including written tests and job simulation exercises. Administers and grades training tests. Assists in maintaining a library of training materials.

Responds to fires to make notes for use in training.

Participates in building and maintaining a positive image of the department. Conducts tours of training facilities. Delivers speeches or demonstrations to schools, civic groups, or any other concerned citizens. Answers telephone inquiries about the operations of the training department. Attends required meetings to give reports and to keep informed on modern training methods. Works with other public service agencies on projects of mutual concern to both the agency and the fire department.

Recommends the purchase of equipment and supplies needed for the training program. Participates in reviewing correspondence addressed to the training division and ensuring that an appropriate reply is given. Completes and files forms and records of training activities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must possess and maintain a valid Louisiana driver's license.

Must have at least five (5) years of Fire Suppression experience with a paid municipal fire department.

Must have and maintain a State of Louisiana Emergency Medical Technician-Paramedic certification.

BC	12-17-84
REV	03-18-92
	02-23-94
	11-09-94
	08-15-02
	11-04-04
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	22-07
	04-09-09
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